

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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**June 24, 2003**

**FROM:** MICHAEL E. HAYS, Director  
Land Use Services Department

**SUBJECT:** CLASSIFICATION ACTIONS

**RECOMMENDATION:**

1. Approve the reclassification of vacant position #00382 from Planner III, Administrative Services Unit, R59 (\$48,235 - \$61,630) to Code Enforcement Officer III, Technical and Inspection Unit, R57 (\$45,968 - \$58,677).
2. Approve the reclassification of vacant position #76429 from Planner III, Administrative Services Unit, R59 (\$48,235 - \$61,630) to Automated Systems Technician, Technical and Inspection Unit, R42 (\$32,866 - \$40,685).

**BACKGROUND INFORMATION:** On September 16, 1997, the Board of Supervisors approved the organizational structure for the Land Use Services Department (LUSD). This reorganization involved the transfer of employees performing code enforcement activities in the County Fire Agency, Public Health Department, and Agriculture/Weights & Measures Department to the new Land Use Services Department, where a centralized code enforcement program would be administered. On June 2, 1998, the Board of Supervisors established code enforcement classifications and pay ranges. During this transfer and classification process, an Environmental Specialist IV was transferred from the Public Health Department into a vacant Planner III position (#00382) as a budgetary underfill, to be reclassified when the position became vacant. The incumbent retired on March 31, 2003. On May 15, 2003, the Human Resources Department completed a classification study, and recommends that the position be reclassified to Code Enforcement Officer III.

As computers and specialized software became more prevalent in the Planning Department prior to September 1997 and in LUSD afterwards, position #76429 (Planner III) was utilized to assist in maintaining computer hardware and software for the department. This position had been filled as a budgetary underfill since July 13, 2002, and became vacant on February 22, 2003. The department still has a requirement for staff to perform these functions, and believes the appropriate classification would be an Automated Systems Technician. On May 15, 2003, the Human Resources Department completed a classification study and recommends that the position be reclassified to Automated Systems Technician.

**REVIEW BY OTHERS:** The proposed action has been reviewed by the Human Resources Department, Linda Matthews, Classification Manager, on June 2, 2003; Deputy County Counsel, W. Andrew Hartzell, on June 2, 2003; and the County Administrative Office, Patricia M. Cole, Administrative Analyst III on June 15, 2003.

**FINANCIAL IMPACT:** There is no additional cost or savings from reclassifying position #00382 for the remainder of the fiscal year. The full year cost savings of \$4,592 for this position is included in the proposed budget (AAA-CEN) for Fiscal Year 2003/04.

Position #76429 was included at the appropriate classification in the approved budget (AAA-LUS) for Fiscal Year 2002/03 and the proposed budget (AAA-LUS) for Fiscal Year 2003/04, therefore there is no additional cost savings resulting from this classification.

**SUPERVISORIAL DISTRICT(S):** All

**PRESENTER:** Michael E. Hays, Director, 387-4141.

Record of Action of the Board of Supervisors

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